DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C 1217
Page 1 of 1

DGS 550-1

Agency
Wicomico County Sheriff's Office

Division/Unit Communications

Wicomico	County Sheriff's Office	ications			
Item No.	Descrip	tion	Retention		
1	Maryland Electronic Telecom Resource System		Retain 1 year, then Destroy		
2	Maryland/ National Crime Disseminat (Criminal F	ion Log	Retain 3 years per Maryland State Police, then destroy		
3	Maryland Electronic Telecom Resource System Messages op	essages(regular)	Retain 1 year, then Destroy		
4	Maryland Electronic Telecom Resource System / National Audit Re Last 2 most cu	Crime Information Center ports	Retain 4 years then Destroy		
5	Maryland Electronic Telecomic Resource System / National Validati (Online as o	Crime Information Center ion	Retain 1 years, then Destroy		
6	National Crime Informat Correspon		Retain 2 years, then Destroy		
7	Maryland Electronic Telecom Resource System / National (/Criminal Justice Informa	Crime Information Center	Retain 2 years, then Destroy		
Carlo California de Carlo Carl	pproved by Department, Agency, Representative. Mulin A Jews eMichael A. Lewis	Schedule Authorized by Sta	ate Archivist		
Title	Sheriff				

	T						
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records			GENERAL SERVICES GEMENT DIVISION		AGENCY RECORDS INVENTORY		
Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275			
	Jessup, Maryland 20794 410-799-1930			-	PAGE1 OF7		
Department/Agency	2. Divisio	on			3. Unit		
Wicomico County Sheriff's Office							
401 Naylor Mill Road Salisbury, MD 21801	Commun	nications					
DEFINITION, DECORD CERIES, A group of related to	Landa nare	ally filed and	unad an a unit	for referen	as as well as retention and disposition purposes		
DEFINITION: RECORD SERIES: A group of related red 4. Record Series Title	cords norm	ally filed and	used as a unit		st Year/Latest Year		
Maryland Electronic Telecommunications Enforcement	Resource	System Mess	age Log				
maryana Electronic velecommunications Electronic	. 100000.00	.,	-99				
Record Series Description (Briefly describe the types	of informa	tion/documen	ts/forms found	in the seri	es. Include the purpose or function of the series.)		
Typed numerical log of messages							
Typed humencariog of messages							
		T					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume 5			
x Letter Size Microfilm		Alphabetica	al	Number			
Legal Size Computer Tape		x Numerical		x File Drawe			
Audio Tape Floppy Disk		Chronologi	cal	Comput	ter Tape(s)		
☐ Bound Book ☐ Video Tape		Geographic	cal	Other (s	specify)		
				10. Annual	Accumulation		
Other (specify)		Other (spec	cify)	825 Number			
				Number			
				x File Dra			
				☐ Microfilm			
				Other (spec			
11. File is Used			12. File Becom	es Inactive Afte	er		
11.1110 13 0300			1	oo maaara 7 mi			
x Daily Weekly Monthly Annually			Number	☐ Me	onth(s) x Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
401 Naylor Mill Road Salisbury, MD 21801 Communications Room			Yes	as Elastificity. (If yes, specify agency of office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) x Yes No Applicable Wicomico County Sherift's Office			16. Audit Requirements				
Policy and Procedures, and Wicomico County Policy and Procedures			x None	State F	ederal Independent		
Is an Index System used? If yes, explain briefly and describe requirements X Yes			18. Recommended Retention				
These are filed numerically as they are received			Retain 1 Year then Destroy				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Deborah A. Brannan		410-548-48		01/09/20	13		
410-040-41				5.700720			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801 DEFINITION: RECORD SERIES: A group of related records normally filed purposes. 4. Record Series Title Maryland/ National Crime Information Center Dissemination Log 6. Record Series Description (Briefly describe the types of information/doctorseries.) Required document used for recording Criminal History's that we must retained.			ement DIVIS ad, P.O. Box 2 yland 20794 1-1930 and used as a	a unit for r 5. Earlie _2008	st Year/Latest Year B to _2012_ he series. Include the purpose or function of the	
team						
X Letter Size		8. Record Serie Alphabetica X Numerical Chronologic Geographic Other (spec	cal cal cify)	9. Volume5 Number x File Drawer(s)		
11. File is Used x Daily			12. File Becomes Inactive After3 Number			
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Communications Room 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes No Applicable Wicomico County Sheriff's Office Policy and Procedures, and Wicomico County Policy and Procedures			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No 16. Audit Requirements x None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements X Yes No These are filed numerically as they are received			18. Recommended Retention Retain 3 Years per Maryland State Police, then destroy			
19. Name and Title of Preparer 20. Telephon Deborah A. Brannan 410-548-489						

		THE !! TO E !!	SENEDAL SERVICES		AGENCY RECORDS INVENTORY			
Instructions –Type or Print a separate form for each			SENERAL SERVICES SEMENT DIVISION					
new or revised record series. Forward with								
Records Retention Schedule (DGS 550-1)	727		oad, P.O. Box	275	PAGE3 OF7			
		Jessup, Mar	yland 20794 19-1930					
Department/Agency	2. Divisio		1930		3. Unit			
Wicomico County Sheriff's Office	2. 5111010							
401 Naylor Mill Road Salisbury, MD 21801	Commur	ications						
401 Naylor Will Road Salisbury, W.D. 27001	Commu	noations						
DEFINITION: RECORD SERIES: A group of related re	ecords norr	mally filed and	l used as a un	it for refere	Lence as well as retention and disposition purposes.			
4. Record Series Title					st Year/Latest Year			
Maryland Electronic Telecommunications Enforceme	nt Resourc	e System Me	ssages	_2011	to _2012_			
6. Record Series Description (Briefly describe the type	s of inform	ation/docume	nts/forms four	nd in the se	eries. Include the purpose or function of the			
series.)								
A numerical listing for sending messages in and out of	state							
		0.010	6	O Makama				
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume _5 Number				
x Letter Size Microfilm		Alphabetica	al					
5				x File Draw				
Legal Size Computer Tape		x Numerical			☐ Microfilm Reel(s) ☐ Computer Tape(s)			
Audio Tape Floppy Disk		Chronologic	cal	Computer Tape(s) Other (specify)				
			1	10. Annual Accumulation				
Bound Book Video Tape		Geographic	cal	10. Annual	Accumulation			
Other (specify)		Other (spec	cify)	Number				
				x File Dra				
		199	Comput					
				Other (s	specify)			
11. File is Used		12. File Becom	es Inactive Aft	er				
			1					
x Daily Weekly Monthly Annually			Number	M	ionth(s) x Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No					
401 Naylor Mill Road Salisbury, MD 21801 Communications Room			l res	X 140				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements	4.0			
x Yes No Applicable Wicomico County Sheriff's Office					Satural Distance of the Control of t			
Policy and Procedures, and Wicomico County Policy and Procedures			X None] State F	Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe require	ements		18. Recom	mended R	etention			
x Yes No								
These are filed numerically as they are received			Retain 1 Ye	ar then De	estroy			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date				
Deborah A. Brannan		410-548-48		01/09/20				
110 010 1								

In attrictions. Time or Driet a constant form for	DEBARTMENT OF CENERAL SEL			DVICES	AGENCY RECORDS INVENTORY			
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SER							
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box							
,	Jessup, Maryland 20794				PAGE4 OF7			
	410-799-1930							
1. Department/Agency	2. Divisi	on			3. Unit			
Wicomico County Sheriff's Office	C	nications						
401 Naylor Mill Road Salisbury, MD 21801	Commu	nications						
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.								
4. Record Series Title				5. Earlie	st Year/Latest Year			
Maryland Electronic Telecommunications Enforcer	ment Reso	urce System	/	_2008	3 to _2012_			
National Crime Information Center Audit Reports								
6. Record Series Description (Briefly describe the	types of in	formation/doc	cuments/forms	s found in th	ne series. Include the purpose or function of the			
series.) Local agencies results from audit broken down by	categories							
Local agencies results from addit broken down by	categories							
				Lawi				
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume 5				
x Letter Size Microfilm		Alphabetica	al	Number				
Legal Size Computer Tape		x Numerical		x File Draw				
Audio Tape Floppy Disk		Chronologi	cal	Compu	ter Tape(s)			
Bound Book Video Tape		☐ Geographic	cal	Other (Other (specify)			
Other (specify)		Other (spe	cify)	10. Annual	Accumulation			
Citiel (specify)		Other (spec	City)	Number	words)			
				x File Dra	wer(e)			
					rofilm Reel(s)			
					Computer Tape(s) Other (specify)_			
	1.4			Other (s	респу			
11. File is Used			12. File Becom	nes Inactive Aft	er			
x Daily Weekly Monthly Annua	ally		Number		ionth(s) x Year(s)			
4								
Current Location(s) (Bldg., Floor, Room) Waylor Mill Road Salisbury, MD 21801 Communications Room	n		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
x Yes No Applicable Wicomico County Sheriff's Office			y None T	T State □ F	Federal Independent			
Policy and Procedures, and Wicomico County Policy and Procedures				Joine []				
17. In an Index Suctem used? If use, explain briefly and describe re	auirements		10. 5					
Is an Index System used? If yes, explain briefly and describe requirements X Yes No			18. Recom	imended R	etention			
These are filed numerically as they are received			Retain 4 Ye	ears then D	estroy			
19. Name and Title of Preparer			one Number	21. Date				
Deborah A. Brannan		410-548-48	91	01/09/20	13			

Later State Control	DEBAG	TMENT OF	OFNEDAL CE	DVICES	AGENCY RECORDS INVENTORY				
Instructions –Type or Print a separate form for each new or revised record series. Forward			GENERAL SE GEMENT DIV						
with Records Retention Schedule (DGS 550-1)			load, P.O. Box						
,	Jessup, Maryland 20794				PAGE5 OF7				
	410-799-1930								
1. Department/Agency	2. Divisi	on			3. Unit				
Wicomico County Sheriff's Office	0	-141							
401 Naylor Mill Road Salisbury, MD 21801	Commu	nications							
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.									
4. Record Series Title				5. Earlie	st Year/Latest Year				
Maryland Electronic Telecommunications Enforcer	ment Reso	ource System	1	_2011 to _2012_					
National Crime Information Center Validation									
6. Record Series Description (Briefly describe the	types of in	formation/doo	cuments/forms	found in the	he series. Include the purpose or function of the				
series.) A monthly list of records entered into Maryland Ele	etropic To	lecommunica	tions Enforce	ment Peso	urca System/ National Crime Information Center				
90 days from the entry date and anything that is an		lecommunica	IIIONS EMORGE	nent Resor	urce System/ National Chine information Center				
so days non the only date and anything that is a	maan.								
7. Record Series Format(s) List all		8. Record Seri	es Seguence	9. Volume					
_				5	-				
x Letter Size Microfilm		Alphabetic	al	Number					
Legal Size Computer Tape		x Numerical		x File Drawer(s) Microfilm Reel(s)					
Audio Tape Floppy Disk		Chronologi	cal	Compu	Computer Tape(s) Other (specify)				
Bound Book Video Tape		Geographic	cal	Other (s	specify)				
Other (appoint)		Other (rea	cif.()	10. Annual Accumulation					
Other (specify)		Other (spe	ify)3000 Number						
				y File Draw	worte)				
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				Other (s	specify)				
11. File is Used			12. File Becom	es Inactive Aft	er				
x Daily Weekly Monthly Annua	illy		Number Month(s) X Year(s)						
Current Location(s) (Bldg., Floor, Room) Naylor Mill Road Salisbury, MD 21801 Communications Room	n		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes No Applicable Wicomico County Sheriff's Office	е		16. Audit Requ	uirements					
Policy and Procedures, and Wicomico County Policy and Procedure			x None] State	ederal Independent				
		Ti			was a line of the second				
17. Is an Index System used? If yes, explain briefly and describe requirements x Yes \qquad No			18. Recom	mended R	etention				
These are filed numerically as they are received			Retain 1 Ye	ar then De	estroy				
				*					
19. Name and Title of Preparer		20. Telepho	one Number	21. Date					
Deborah A. Brannan		410-548-48	91	01/09/20	13				

Instructions Type or Print a congrete form for	ctions –Type or Print a separate form for DEPARTMENT OF GENERAL S			PVICES	AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward	RECORDS MANAGEMENT DIVI						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	0 7		
	Jessup, Maryland 20794				PAGE6 OF7		
Department/Agency	410-799-1930 2. Division				3. Unit		
Wicomico County Sheriff's Office	2. 5141010				S. 57110		
401 Naylor Mill Road Salisbury, MD 21801	Commun	ications					
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.							
4. Record Series Title				5. Earlie	st Year/Latest Year		
National Crime Information Center Training Corres	pondence		_2010 to _2012_				
				(
Record Series Description (Briefly describe the t series.)	types of info	ormation/doc	cuments/forms	s found in th	ne series. Include the purpose or function of the		
Written progress of a Police Communications Oper	rator in trai	ning.					
7. Record Series Format(s) List all	Т	8. Record Serie	es Sequence	9. Volume			
7. Necord Series Format(a)		d. Nedora Cont	o ocquerio	5			
x Letter Size Microfilm		Alphabetica	al	Number	ımber		
Legal Size Computer Tape		x Numerical		x File Draw			
Audio Tape Floppy Disk		Chronologic	cal	☐ Microfile			
				Other (s	specify)		
Bound Book Video Tape		Geographic	cal	10. Annual	Accumulation		
Other (specify)		Other (spec	cify)	50			
				Number			
				x File Dra			
				Comput			
				Other (s	specify)		
11. File is Used			12. File Becom	les Inactive Aft	er		
x Daily Weekly Monthly Annua	illy		2 Number	Пм	onth(s) × Year(s)		
, , , , , , , , , , , , , , , , , , , ,	,						
13. Current Location(s) (Bldg., Floor, Room)	_		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
401 Naylor Mill Road Salisbury, MD 21801 Communications Room	1		Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
x Yes No Applicable Wicomico County Sheriff's Office Policy and Procedures, and Wicomico County Policy and Procedure			x None	State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements				mended R	etention		
x Yes No							
These are filed numerically as they are received			Retain 2 Ye	ears then D	estroy		
19. Name and Title of Preparer		20. Telepho		21. Date			
Deborah A. Brannan		410-548-489	91	01/09/20	13		

Lastructions Turn on Driet a consent form for	DEPARTMENT OF GENERAL S			DVICES	AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward with			GEMENT DIV	75.75			
Records Retention Schedule (DGS 550-1)			oad, P.O. Box				
Necords Netermon Schedule (DOS 330-1)	Jessup, Maryland 20794			210	PAGE _7 OF7		
	410-799-1930						
Department/Agency	2. Division				3. Unit		
Wicomico County Sheriff's Office				*			
401 Naylor Mill Road Salisbury, MD 21801	Commu	nications					
DEFINITION, DECORD SERIES, A service of related		armally filed	and wood oo o	unit for rof	propose as well as retention and disposition		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.							
4. Record Series Title				5. Earlie	st Year/Latest Year		
Maryland Electronic Telecommunications Enforcement	ent Resou	rce System N	ational	_2010	to _2012_		
Crime information Center/Criminal Justice Information	n System	Surveys					
				L			
Record Series Description (Briefly describe the type	pes of info	rmation/docu	ments/forms f	ound in the	series. Include the purpose or function of the		
series.)							
Survey sent to us from the state or FBI for completion	n.						
41.		,					
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume 5			
x Letter Size Microfilm		Alphabetic	al	Number			
Legal Size Computer Tape		x Numerical		x File Draw	00(0)		
Legal Size Computer Tape		x Numerical		Microfilm			
Audio Tape Floppy Disk		Chronologi	cal	Comput			
☐ Bound Book ☐ Video Tape		Geographic	cal	Other (s	pecity)		
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Other (specify)		Other (spec	cify)	2 Number			
				110111001			
				X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
11. File is Used			12. File Becom	L les Inactive Afte	er		
			2				
x Daily Weekly Monthly Annually			Number Month(s) × Year(s)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
401 Naylor Mill Road Salisbury, MD 21801 Communications Room		3	☐ Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements			
x Yes No Applicable Wicomico County Sheriff's Office			16. Addit Requirements				
Policy and Procedures, and Wicomico County Policy and Procedures			x None	State F	ederal Independent		
17. Is an Index System used? If yes, explain briefly and describe requ	irements		18. Recom	mended Re	etention		
x Yes No							
These are filed numerically as they are received			Retain 2 Ye	ears then D	estroy		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Deborah A. Brannan		410-548-48	91	01/09/20	13		